



P-Card Newsletter

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Please direct any p-card questions, problems or concerns to Rita Cardarelli.

E-mail Rita at pcard@bc.edu



Happy Fiscal Year End!

Fiscal Year End is that time of the year we all love (or hate). Your department has conserved and now has enough money to buy that laptop. Hopefully, it was ordered from Dell by April 23 because that was the last day it could be ordered to ensure delivery by May 31, 2010. This is one example of how important it is to read and follow BC's guidelines for fiscal year end. Here are some other important dates:

May 25, 2010

- Final date for Purchasing Card transfers for FY10. A P-card Budget Low query is advised before the last p-card transfer is made.
BC_PCARD_BUDGET_LOW
- Remember to consider any recently made transactions that may not have hit the budget yet.

May 28, 2010

- PeopleSoft Financials will be closed at 12:00 noon for year-end processing.
- FY10 Purchasing Card use will close by 3pm on all operating p-cards by US Bank.
- Final date for FY10 departmental functions organized through BOC or Dining
- FY10 vouchers, requisitions and expense reports delivered to AP by 3pm.
- Final date for FY10 deposits to be credited to your budget.
- **Please keep in mind that all orders for FY10 MUST be received by May 31, 2010.**

June 1, 2010

- PeopleSoft Financials available for FY11

June 2, 2010

- P-Card accounts will be open provided funding is available in FY11 budget. Remember that transfers to FY11 budgets can be made now.

Be Prepared for FY11 P-Card

Now that we're almost at the end of FY10, the departments must prepare for FY11. On June 2, 2010, Rita and I will be bombarded with P-card decline calls. Last year, on FY opening day, we received over 28 phone calls related to p-card declines. 22 were related to "no budget" set up in the p-card account. Please take a look at your 68370 P-card account on your FY11 budget to ensure that a permanent transfer has taken place. We would recommend looking at your total budget in the FY10 p-card line and cushioning the new FY11 P-card account with the same dollar amount. This will avoid p-card declines and set your budget up for the year. There are monthly limits set in place to control spending.

You Know All the FY End Tricks- So Does Audit!

It's the last week of May and you have money in your budget. *Use it or lose it.* That's the mind-set but is your department wasting BC's money? If you have money left in your budget, instead of spending it for the sake of spending it, why not give it back to the University and contribute to the prevention of tuition costs rising by keeping expenses down.



If you must spend, spend wisely.

1. Do not rush your spending decisions. Quick spending may result in in-efficient purchases.
2. Do not purchase items such as computers, copiers, and furniture from non-contracted vendors. BC has standards in place to protect the University. Standards contain additional requirements, such as BC software, virus protection, industrial quality certifications, and network security factors. In addition, purchases made elsewhere may contain sales tax or be sub-standard items, which is not an efficient purchase for the University.
3. Do not pre-pay. Financial reporting requires a true representation of the University expenses on an annual basis. Pre-payments, gift cards, and other means to hold funding from one year to the next causes us to report incorrect data which has major repercussions for the University.
4. Gift-givers, although kind-hearted, should consider leaving this funding in the budget instead so that it can be re-allocated to financial aid or other University needs.
5. Please keep in mind that Visa and BC rules do not allow processing p-card payments prior to the delivering the product. Backordered items (received after 5/28) will be charged to next year's budget.
6. Splitting of transactions to make them under the \$5000 limit is also not allowed. Multiple transactions to the same vendor will be considered one purchase and must be under \$5000.
7. Be sure that you have bid transactions over \$5000 so that it is an efficient purchase.



Making Access-on-line Work for You

US Bank's Access-on-Line is a very important tool for the P-card and can be used to resolve, along with PeopleSoft, almost all p-card issues. Access-On-Line now provides more information that will allow your department to become self-sufficient. The new access allows designated department administrators to check your department's declines and your real time balances on your p-cards. You may also view any pending transactions and check card holder limits. If you are a P-2 or your department's designated person in charge of p-card reconciliation, please contact Cecilia McClay at pcard@bc.edu. Training classes are now being planned for this summer.

Credit Card Fraud Prevention Tips from Scambusters.org:



1. Keep an eye on your credit card every time you use it, and make sure you get it back as quickly as possible. Try not to let your credit card out of your sight whenever possible.
2. Be careful to whom you give your credit card information. Don't give out your account number over the phone unless you initiate the call and you know the company is reputable. Do not supply information if you are called by a company and told there has been a 'computer problem' and the caller needs you to verify information. Legitimate companies don't call you to ask for a credit card number over the phone.
3. Never respond to emails that request you provide your credit card info via email -- and don't ever respond to emails that ask you to go to a website to verify personal (and credit card) information. These are called 'phishing' scams.
4. Never provide your credit card information on a website that is not a secure site. Secure sites can be identified with a [https:webaddress](https://webaddress).
5. Sign your credit cards as soon as you receive them.
6. Shred all credit card applications you receive.
7. Don't write your PIN number on your credit card -- or have it anywhere near your credit card (in the event that your wallet gets stolen).
8. Never leave your credit cards or receipts lying around.
9. Shield your credit card number so that others around you can't copy it or capture it on a cell phone or other camera. Speak softly when providing your credit card information.
10. Keep a list all of your account numbers and expiration dates, as well as the address and phone number of each bank that has issued you a credit card in a secure place. Make a copy of the credit cards in your wallet (front and back). This is a good practice but keep this list updated each time you get a new credit card.
11. Only carry credit cards that you absolutely need. Don't carry extra credit cards that you rarely use. Keep them in a secure location.
12. Open credit card bills promptly and make sure there are no bogus charges. Treat your credit card bill like your checking account -- reconcile it monthly. Save your necessary receipts so you can compare them with your monthly bills.
13. If you find charges that you don't have a receipt for -- or that you don't recognize -- report these charges promptly (and in writing) to the credit card issuer.
14. Always void and destroy incorrect receipts.
15. Shred anything containing your credit card number.
16. Never sign a blank credit card receipt. Carefully draw a line through blank portions of the receipt where additional charges could be fraudulently added.
17. Carbon paper is rarely used these days, but if there is a carbon that is used in a credit card transaction, destroy it immediately.

18. Never write your credit card account number where it can be found (such as on a postcard or so that it shows through the envelope payment window).

19. It is a good idea to carry your credit cards separately from your wallet -- perhaps in a zippered compartment or a small pouch.

20. Never lend a credit card to anyone else.

21. If you move, notify your credit card issuers in advance of your change of address immediately.

If you suspect credit card fraud: If your credit cards are lost or stolen, contact the issuer(s) immediately. The number to call to report a BC P-card is: 1-800-344-5696. Most credit card companies have toll-free numbers and 24-hour service to deal with these emergencies.

Fraud must be reported within 60 days of the charge. According to US law, once you have reported the loss or theft of your credit card, you have no more responsibility for unauthorized charges. Further, your maximum liability under federal US law is \$50 per credit card -- and many credit card issuers will even waive that fee for good customers. This is why performing P-card monthly reconciliation is so important.

If you follow all these tips, it will go a long way in protecting you and Boston College from credit card fraud.

Ask Celia: If you have questions that would be helpful to the community, please write to: pcard@bc.edu

Dear Celia,

I read your last newsletter on the gift policy but I have a student who worked here and is no longer an employee. We want to give her a gift card as a departing gift. Is that allowed?

Janice

Dear Janice,

As long as the student is no longer an employee you may purchase her a gift card up to 75.00. Please don't forget to document the purchase for Audit.

Dear Celia,

I tried using my p-card at the new place across Comm Ave called El Pelon Taqueria and my p-card declined. They are clearly a take-out establishment. Is there anything you can do?

Jennifer

Dear Jennifer,

This is another case of take-out vs. restaurant. El Pelon Taqueria is coded as a Restaurant. I contacted the manager who is in the process of having their bank change the code. Hopefully, this will be down within the next week or so.

Dear Celia:

I am having a problem with Access-on-line. I entered my password incorrectly and now I'm locked out. I do this all the time because US Bank makes me change my password ever three months.

Mary

Dear Mary,

You can easily resolve the problem by contacting US Bank with the number provided on the website under "contact us". You can also call: 1-877-887-9260 to reset your password. I know it can be frustrating having to change your password every 90 days and not able to use the same password within one year but it's for your and BC's protection. That password is as important as keeping your credit card secure.